

*adm-6*

DD/R-085-63

23 January 1963

**MEMORANDUM FOR: Assistant Director/Office of Special Activities**

**SUBJECT: External Training Requirements for FY 1964**

1. Attached are summary sheets, together with instructions, as prepared by the Office of Training for reporting external training requirements for Fiscal Year 1964.

2. It is requested that four copies of the summary sheets for your office be returned to the O/DD/R by 15 February 1963.

3. While we realize our present state of development insofar as fully staffing authorized positions, together with the lack of knowledge as to what skills new personnel may bring to a particular position, plus limited funds which will be available for external training, make accurate estimates difficult, we urge that these estimates be as realistic as it is possible to make them at this time.

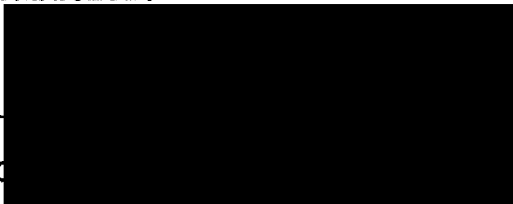
STATINTL

  
Executive Assistant  
Deputy Director (Research)

**Attachments:**  
As stated

**Distribution:**

DDR: C



STATINTL